

NOAA CAMS Personal Property System

Statement of Need

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Foreword

The National Oceanic and Atmospheric Administration (NOAA), a Bureau of the Department of Commerce (DoC), has a multimillion dollar investment in accountable personal property. This substantial investment in personal property necessitates the application of various levels of physical and financial controls over personal property. The goal of personal property management within NOAA is to maintain control of and accountability for personal property in accordance with General Accounting Office (GAO), Office of Management and Budget (OMB), Federal Accounting Standards Advisory Board (FASAB), Joint Financial Management Improvement Project (JFMIP), General Services Administration (GSA), and DoC policies and guidelines.

NOAA also provides support for property management for the Bureau of Export Administration (BXA), another bureau of the Department of Commerce. Responsibility for control and accountability of personal property is assigned through a network of personal property management officials.

Personal property management officials in NOAA and BXA require a database with on-line, interactive, real-time data entry that is integrated with the Core Financial System (CFS) of the Department of Commerce Administrative Management System (CAMS) (consisting of the major accounting systems, general ledger, accounts payable, accounts receivable, cost accounting, financial reporting and budget execution) and the procurement systems (the bankcard system, the small purchasing system, etc.) as well as the employee database. To the greatest extent possible, acquisition and accounting information shall be originated in CFS and utilized by the personal property system. Depreciation shall be calculated in the personal property system and recorded in CFS.

In accordance with GAO Title 2, the DoC Personal Property Management Manual, the DoC Accounting Handbook, and DoC Financial Internal Control Standards, the financial records and personal property records must be accurate and in agreement. An adequate system of internal controls is necessary to provide a framework to help ensure that personal property transactions and resulting accounting transactions are executed in accordance with prescribed standards and procedures and that financial statements accurately reflect the results of operations and the current financial position.

Requirements for a personal property system for maintaining control and accountability for all DoC personal property are addressed in this document.

Introduction

Purpose

As part of the Department-wide Commerce Administrative Management System (CAMS) (consisting of the Core Financial System (CFS) plus procurement, travel, grants, loans, personal property, real property, and payroll/time and attendance) NOAA requires a personal property management system that will capture all transactions affecting the agency's investment in personal property and is fully integrated with the CFS and the procurement system. See Appendix A for the Core Financial and Personal Property Systems Inter-Relationship.

Background

Adequate personal property management is required by law. Personal property is defined as "any property, except real property, records of the Federal Government, or naval vessels ..." in the Code of Federal Regulations Part 41, 101-43.001-23. It is the policy of the Department of Commerce (DoC) that accurate accountability records be officially maintained for accountable personal property.

Accountable personal property must be recorded and tracked throughout the life of the property and beyond, until official disposition of personal property records is allowable - usually five years after disposition of the property. The personal property system shall be the official record-keeping mechanism for the recording, accounting, tracking, depreciating, disposing, archiving and reporting of the personal property.

Accountable personal property currently includes all capitalized personal property having a unit cost of \$200,000 or more, (\$25,000 at BXA), all computer software with an acquisition cost of \$25,000 or more, all equipment having a unit cost of \$5,000 or more, all borrowed or leased personal property, all contractor or grantee personal property, and all sensitive personal property regardless of cost. Sensitive personal property is defined as having "personal appeal" which is easily subject to theft.

Management of personal property is performed within the Department of Commerce by a network of personal property managers who are also responsible and accountable for the property.

Guiding Vision

The personal property community envisions a dynamic system that will grow, change and remain current with available technology, changing philosophy, changing regulations, and reporting requirements.

The personal property system will be fully and seamlessly integrated with other CAMS systems, specifically with the Core Financial System (CFS) and procurement systems.

The personal property system will provide real-time capture, validation, processing and recording of personal property data.

The personal property system will be a single, user-friendly and flexible personal property system that will be paperless, except as required by law or by logical property community decisions.

The personal property system will be user-focused, provide flexible processing, be easy to change, and readily accommodate the addition and deletion of users.

The personal property system will encompass all phases of the personal property management process from acquisition through excess processing and reporting.

The personal property system will interface with General Services Administration's (GSA) Excess/Surplus Personal Property Disposal System for excess processing and annual reporting.

Concept of Operation

Standard personal property management software shall be centrally maintained at the Bureau level (single source code).

Personal property data, where possible, shall be captured as a by-product of program and administrative operations, procurement transactions, and financial transactions. The objective is "single-entry, source capture of data" (e.g., one-time capture of procurement and payment information.)

Paperless processing, using electronic forms and electronic approvals, shall be utilized where possible. Electronic processing avoids cumbersome, costly, and complex paper processes that significantly increase cost, compromise data integrity, and encourage "cuff-record" systems.

A mechanism of data validation and edits shall be used throughout the personal property system to insure accuracy of data input. Predefined data entry screens automatically generate transactions to seamlessly balance entry of accountable property between the CFS, procurement and property systems. The cost savings realized through reduced data reconciliation and error correction is an expected benefit of an integrated system.

Up-to-date personal property data shall be available for on-line query and reporting based on user security level. Personal property shall be maintained as close to the source as possible while concurrently supporting the official accounting records for the Bureau. Data integrity will be enhanced by the elimination of data entry redundancy and extensive data reconciliation.

Personal property managers shall have ready access to all data and information needed to satisfy these requirements, preferably through a Word-Wide Web browser interface.

The interconnectivity of the systems evolves to become seamless.

Scope

NOAA currently maintains records of over 90,000 items of accountable property valued at over \$3 billion. This property ranges all the way from \$85 computer disk drives to \$3 million satellites. The property is tracked by means of a barcode identification. Over 900 Property Custodians nationwide are assigned the responsibility of managing their property assets and ensuring that the database accurately reflects the accountable property under their control. The database is maintained by five Property Offices located at headquarters, and four regional offices. Monthly, NOAA purchases an average of approximately \$5 million of accountable property and disposes of approximately the same amount. There are over 30,000 transactions a year on the data base at headquarters and approximately an equivalent amount every year spread over the other four regions. The scope of BXA's effort is considerably smaller. They have slightly over 2,000 records valued at over \$6.2 million.

The Contractor shall provide the necessary personnel, materials, and services to meet the requirements of the personal property system as defined in this document. These requirements are broadly categorized as follows:

- Assistance with over-all management of the project.

- Supervisory -level support shall be provided by the contractor to oversee all aspects of the project.

- Provide a Commercial Off-the-shelf software product which provides the core capabilities required by NOAA and BXA for managing accountable personal property used by the Bureau, including the database, the interfaces, all forms and reports.

- All software development shall be the responsibility of the contractor.

- Development of the integration and interfaces with current legacy systems when required.

- There may be instances during the course of the implementation of the Property Management System that certain parts of the CAMS system may not be fully implemented. In these instances it may be necessary to build interfaces with the legacy systems.

- Development of the integration and interfaces with new CAMS systems.

- The CAMS systems involved include the small purchases system, the bankcard system, the accounts payable system, and the general ledger system as well as the NOAA employee database.

- Assist with the population of all look-up tables.

The contractor shall need to provide the required capabilities to populate the data base tables used to validate the data.

Conversion of the current data and movement of the data to the new Property Management System (PMS).

NOAA and BXA currently maintain their property records on the Property Management Information System (PMIS) at the National Finance Center (NFC) , Department of Agriculture in New Orleans. The records that will need to be brought into the new system consist of a current master property record, all historical records of transactions against the property record, and other data tables including the Property Custodian and Property Accountability Officer records.

NOAA has records which have been created on the NOAA Personal Property Internet Home Page. These records consist of financial payment records for accountable property, which will need to be brought into the new system.

All testing of the database, the applications, the conversions, the interfaces, etc.

The new property system will require extensive testing before implementation to ensure that data goes into the tables as expected, that the applications work as expected, that the data is converted correctly, that the interface to the application provides the functionality needed, that the interfaces with CAMS work as expected, that all calculations are performed correctly, that the reports provide correct results, etc. The contractor shall be expected to set up the required testing during the course of the project and shall correct any problems that are revealed as a result of the testing.

Development of all documentation and training materials.

The contractor shall develop all documentation for the program, to include user s manuals, training manuals, guidance on business practices, etc. .

Training on the new PMS.

The contractor shall provide training to all personnel who will utilize the new property system. This includes training of data base administrators, systems administrators, Property Accountability Officers, Property Custodians, Property Contacts, and Property Office Staff nationwide.

Long-term support, including maintenance of the database and the software, and training.

The contractor shall provide long-term support of the property system including providing any modifications required to the database or applications during the course of the contract.

Progress Reports

The contractor shall maintain and update a project plan which shall be created in Microsoft Project. The contractor shall present the plan on a regular basis (to be specified by the COTR) to the Contracting Officer's Technical Representative and other members of NOAA's and BXA's management.

The contractor shall report progress against the project workplan orally in weekly meetings to the COTR and shall at that time also detail progress against milestones established by task orders to be issued against this contract.

General Requirements

Specific task orders will be issued against the contract for each of the following requirements:

1. Before June 30, 2000, deliver to the COTR a complete project plan to include an implementation plan and a training plan.
2. Before August 31, 2000, deliver and install on government-provided hardware a functional personal property management system ready for configuration and testing.
3. Before December 31, 2000, deliver a completely installed and operational personal property management system designed to replace the current NFC system. This system must provide the following functionality which will be able to be used by all current users of the NFC System:
 - a. Provides capability for recording newly acquired accountable property including all required data elements with the data entry validated through edit checks and lookup tables, and record of the type of transaction, the actor, and the date and time of the action.
 - b. Retains a complete history of every transaction within the application.
 - c. Provides capability to search the database for a particular record or records.
 - d. Provides capability for changing records including all required data elements with the data entry validated through edit checks and lookup tables, and record of the type of transaction, the actor, and the date and time of the action.
 - e. Provides capability to record deletions including all required data elements and record of the type of transaction, the actor, and the date and time of the action.
 - f. Retains a database of Property Custodians, Property Accountability Officers, and Property Management Officers
 - g. Provides the capability to batch load results of physical inventories into the database with controlled updating of the records with the data entry validated through edit checks and lookup tables, and the automatic generation of discrepancy reports.
 - h. Provides the capability of generating a number of pre-formatted reports selectable from a menu.
 - i. Provides the capability of generating ad hoc reports.
 - j. Provides the capability to extract data from the database in order to create files for downloading to other applications including the physical inventory application and the NOAA Personal Property Internet Home Page.

4. Before December 31, 2000, assist in the population of all look-up tables. This will be a joint effort between the Government and the contractor, with the Government providing access to legacy tables, and the contractor providing the conversion routines.
5. Before April 1, 2001, convert the master data records and the historical records currently residing on the NFC system and load them into the new system.
6. Before April 1, 2001, complete testing of system including parallel testing with the NFC system and move completely off of the NFC System.
7. Before May 1, 2001, provide total functionality required to generate end-of-period reports on capitalized property including complete and accurate calculation of depreciation of capitalized property.
8. Before July 1, 2001, complete roll-out of web functionality to all Property Custodians.
9. Before July 1, 2001, convert the finance records currently residing on the NOAA Personal Property Internet Home Page and bring them into the new system.
10. Before October 1, 2001, complete all interfaces with the CAMS systems including Accounts Payable, General Ledger, Bankcard System, Small Purchasing System, and the NOAA employee table, or if necessary, to legacy systems.
11. Before February 28, 2002, complete a process tracking system which will provide automatic followup via email to personnel who are delinquent in completing a record.
12. Before February 28, 2002, complete an interface with the GSA FEDS excess reporting system to allow electronic reporting of excess out of the new system.

Patents, Copyrights

All products, including memoranda, records, reports, computer programs and inventions developed by the contractor under the contract which fall outside of the COTS application shall become the property of the NOAA / DOC, including the proprietary rights therein.

Testing

Before final acceptance is possible, the property system must be thoroughly tried and tested. The contractor shall set up and conduct tests based on scenarios provided by the government. A testing environment shall be maintained throughout the life of the property system.

1. The contractor shall establish in the testing environment the ability to run a test, take a snapshot of the result, roll back and test again.
2. The contractor shall establish the ability to do volume testing. The contractor will overpopulate the database to ensure that data integrity and response time doesn't deteriorate.

3. Integration tests. All areas of the property system that are integrated with CAMS shall have that integration thoroughly tested in accordance with scenarios provided by the government. The contractor shall work with the CAMS main contractor to coordinate this testing.
4. Interface tests. All interfaces to other NOAA systems shall be thoroughly tested to ensure that data exchange happens as easily as possible and with no loss of database integrity.
5. Verification and validation of fixes. All problems which surface as a result of testing shall be tracked by the contractor to ensure that all issues are addressed. The contractor shall establish a system to ensure verification and validation of all fixes.
6. Operational tests. After the system has been accepted and put into production, it is possible that other problems may surface. The contractor shall provide a testing area and a system for verifying and validating fixes to the problems discovered.

Administration and Maintenance

1. Technical Support

Sound technical support is crucial to the successful implementation and on-going operation of the personal property system. Technical support such as the following shall be provided with the personal property system and shall be addressed in the implementation plan:

- Maintain software.
- Establish and maintain configuration management system.
- Develop and conduct risk analysis in accordance with Commerce Information Technology Policy.

2. Maintenance/Updates

The contractor shall maintain and provide updates for all software associated with the personal property system. This includes:

- Respond to user requested enhancements as approved by the NOAA Property Management Officer.
- Fix software errors when the personal property system does not operate as documented.
- Provide information and explanations to supplement the documentation and training.
- Install software updates.

3. Help desk

After Government acceptance of the personal property system, the contractor shall establish and maintain a help desk. This function will provide a channel through which all problems with the personal property system may be addressed.

- a. The system will give the Help Desk the capability to immediately post an on-line notification of problems or downtime with a short explanation of the cause of the problem.
- b. The Help Desk will subsequently post an on-line follow up notification of progress towards a solution of the problem.

4. Warranty

The contractor's standard warranty shall become a part of this contract. If the contractor does not have a standard warranty, an industry standard mutually agreed upon by the government and the contractor shall become a part of this contract.

5. Source Code

The contractor shall maintain the source code for the COTS application in escrow in order to ensure that in event of the failure of the current business entity, the Government will have unrestricted use of the application at no additional cost.

Documentation

The contractor shall provide the documentation listed below. The items listed in this section are intended to identify the scope and intent of the documentation requirements rather than to state them definitively. If the scope and intent are satisfied, then the content and format of the documentation may vary. All documentation must be detailed, well-organized, and well-presented, and contain features that are easy to use as reference and training materials.

1. System Documentation

System Documentation for all custom software written for the personal property system shall contain thorough information including:

- a. system narratives including a brief statement of the objectives of each system functional component, a description of the major inputs, files, algorithms, and outputs of the personal property system, and an indication of the processing sequence and timing requirements
- b. Overall system flow charts showing input procedures and the associated manual processes as well as the individual program functions.
- c. Report definitions with layouts of the contents and descriptions of the controls, e.g., distributions, frequencies, and breaks.
- d. Transaction and record definitions indicating field size, class (alpha vs. numeric), type (computational vs. display), relative record position, range or values, and dependent fields.
- e. A list of system programs, their functional descriptions and job streams.

- f. A list of data tables including data elements contained in each table, and the inputs and outputs to each table.
- g. A Data Dictionary giving descriptions of data elements, validation criteria where data items use them, and security provisions.
- h. Screen formats describing layouts, screen edits, and data entry error correction procedures.
- i. Complete records of revisions made, including the names of the requestor, the reviewer, and the approving official, and the date change is made, and date approved.

2. Operations documentation

Operations documentation for the personal property system shall be the latest version, updated to reflect software changes and their operational effects and contain thorough information in the following areas:

- a. Installation instructions, including a description of how to load and update the personal property system.
- b. Operating instructions, including a description of any special command languages, regular start-up and back-up procedures, recovery procedures, etc.
- c. Security procedures, including access controls via passwords relevant data encryption, levels of security, procedures for changing passwords, etc.
- d. Peripheral device requirements, including necessary system/user storage volumes, etc.
- e. System message and troubleshooting guides.

3. User Documentation

User Documentation for the personal property system shall contain thorough information in the following areas:

- a. System overviews describing each application and highlighting any dependencies or integration with other applications.
- b. Description of inputs
- c. Screen layouts
- d. Text and explanation of error messages and follow-up action to be taken
- e. Explanation of preparation and input of source documents (if applicable)

- f. Explanation of establishment of input controls
- g. Explanation of use of input edit listings
- h. Description of outputs:
 - i. Types of reports
 - ii. Relationship of reports to processing cycle
 - iii. The ways to reconcile the report control totals
- i. Data control and error correction procedures.
- j. User guides describing how to design and generate nonrecurring reports and inquiries.
- k. Description of menu options and menu maps.
- l. Description of the standard general ledger debit/credit for each property transaction processed in the personal property system (where applicable).

4. Other Documentation

Other Documentation for the personal property system shall include information on the following topics:

- a. An implementation plan that would support the agency's implementation of the personal property system including:
 - i. Implementation requirements
 - ii. Aids for conversion of data from current personal property systems and control procedures
- b. Parameters for customizing queries and reports
- c. A Training plan (See the section on Training below.)
- d. Any printed materials (diagnostic aids, user newsletters, edit or automated documentation (e.g., graphic descriptions, data bases, structured analysis tools)), in addition to those outlined above, which have been provided to other customers.
- e. Administrative controls used by the vendor prior to, during, and after a new release of the software.

- f. The source code must be thoroughly and completely documented so at any time a new programmer can understand what has been done.

Training

With a diverse, geographically dispersed user community, the personal property system requires a well-planned and implemented user training program. Training and user support like those that follow shall be provided by the contractor with the personal property system. Details shall be addressed in the implementation plan:

1. The contractor shall provide a complete training plan for modular training including course offerings, instructors, and schedules for initial and on-going training.
2. The contractor shall provide training systems and materials for both programmed instruction and self-study.
3. The contractor shall establish training for different categories of users including Bureau system managers, data base administrators, trainers, management, and day-to-day users.
4. The contractor shall provide information regarding the development and implementation of the property system through user communications media such as newsletters, user groups, and E-mail distribution lists.
5. The contractor shall provide user support and training in the regional, program and field offices.
6. The contractor shall coordinate with NOAA ADP Systems personnel to enlist their assistance in setting up hands-on training.

Appendix A - Relationship of Core Financial and Personal Property Systems



